



**DISTRICT OF COLUMBIA
DEPARTMENT OF HEALTH
HEALTH PROFESSIONAL LICENSING ADMINISTRATION
BOARD OF MARRIAGE AND FAMILY THERAPY**

To expedite the processing of your **NEW LICENSE APPLICATION** be sure to follow the instructions carefully before mailing your application package. It is important to send in all the required supporting documents listed below, based on the method by which you are applying:

MFT BY EXAM

Checklist of Supporting Documents Required

- ☐ A complete signed application for DC License.
- ☐ Two (2) recent passport photos (2" x 2")
- ☐ Social Security Number or a Sworn Affidavit
- ☐ Official transcript(s) (with seal) may be sent directly from the school, but is preferred that it accompany the application in a sealed envelope.
- ☐ Supervision Experience Form
- ☐ Passing score on the Martial and Family Therapy Examination (MFTE) from the Association of Marriage and Family Therapy Regulatory Boards (AMFTRB)
- ☐ Fee in the form of Check, Money Order or Certified Check Payable to Promissor, Inc. \$176 (Application and License Fee)

MFT BY ENDORSEMENT

Checklist of Supporting Documents Required

- ☐ A complete signed application for DC License.
- ☐ Two (2) recent passport photos (2" x 2")
- ☐ Social Security Number or a Sworn Affidavit
- ☐ Letter of Verification from current state of licensure.
- ☐ Fee in the form of Check, Money Order or Certified Check payable to Promissor, Inc. \$176 (Application and License Fee)

MFT BY RE-EXAM

Checklist of Supporting Documents Required

- ☐ A complete signed application for DC License
- ☐ Two (2) recent passport photos (2" x 2")
- ☐ Social Security Number or a Sworn Affidavit
- ☐ Passing score on the Martial and Family Therapy Examination (MFTE) from the Association of Marriage and Family Therapy Regulatory Boards (AMFTRB)
- ☐ Fee in the form of Check, Money Order or Certified Check, payable to Promissor, Inc. \$65 (Application Fee)